

## How to access the CTM System

To use the CTM System, you will need a **Log On ID** and **Password** to “My New Jersey” (the State of New Jersey portal) and an **Authorization Code** to obtain access to the CTM System.

### Getting a “My New Jersey” Log On ID and Password

(If you already have a “My New Jersey” Logon ID and Password, skip this section and continue at [Getting an Authorization Code](#), below.)

- In your Internet browser, go to the [State of New Jersey](#) web page.
- Click the **Register** button in the upper left of the page



- In the **Create Your My New Jersey ID** screen, enter the **Log On ID** and **Password** that you want to use.

(Choose a Log On ID that will be *very easy* for you to remember – like your name (no spaces). Although My New Jersey has a utility that will email your *Password* to you if you forget it, the system has no way to help you if you forget your *Log On ID*.)

The image shows a registration form on the "mynewjersey" website. At the top left is the "mynewjersey" logo and a link to "New Jersey Home Page". Below is a "Sign Up Now" section with a heading and a paragraph: "To use My New Jersey you need to sign up for a User ID and Password. There are issues with Firefox that prevent it from signing up properly. Please use a different browser to sign up, such as Mozilla or IE. After signing up with one of these other browsers, you'll be able to use your account with Firefox. We apologize for any inconvenience." Below this is the "Create Your My New Jersey ID" section, which contains three input fields: "Log On ID", "Password", and "Confirm Password".

- Enter the requested information in the remaining fields
- Click **Submit This Form**

**In case you forget your password**

If you forget your password, we'll ask the challenge phrase you provide to us. If you answer the challenge phrase correctly, we'll send you a new password to the email address you provide now, so make sure it is correct.

Question we'll ask

Your answer

Current Email address

**Your Personal Information**

First Name

Last Name

**Review**

Take a moment to review your sign up information. **Write down your User ID and Password** on a piece of paper and store it in a safe, secure place. When you are ready submit this form.

- **Logout** of My New Jersey

State of New Jersey  
the official state of new jersey web site

Services A to Z | Departments / Agencies | NJ Legislature | NJ Judiciary | FAQs

Welcome Vicki Horrocks  
Wed Dec 07 10:07:12 EST 2005

MyNewJersey  
Logout

change profile | enter authentication code | choose start page | options | content | layout | help

visitnj  
Fall Foliage Driving Tours  
njhomelandsecurity.gov

American Red Cross  
1-800-HELP-NOW 1-800-SAL-ARMY

THE SALVATION ARMY

Governor's Home Page

Governor Codey has created a task

- Back at the [State of New Jersey](#) homepage, click the **Login** button

THE OFFICIAL WEB SITE FOR  
THE STATE OF NEW JERSEY

Search

Services A to Z | Departments/Agencies | FAQs

Login Register How Do I ... GO Online Services GO Governor's Office

About New Jersey  
Arts & Recreation  
Business  
Consumer

Office of the Governor

- Enter your **Log On ID** and **Password** in the applicable fields
- Click the **Log On** button (Note: Login, Log in, Logon, and Log on all mean the same thing.)

### Getting an Authorization Code

- Your Authorization Code will be emailed to you.

If you need to contact COAH—

New Jersey Council on Affordable Housing (COAH)  
 101 South Broad Street  
 P.O. Box 813  
 Trenton, NJ 08625  
 (609) 292-3000  
 Fax (609) 633-6056  
[COAHmail@DCA.State.nj.us](mailto:COAHmail@DCA.State.nj.us)

### Entering your Authorization Code

When you receive your **Authorization Code**, enter it into “My New Jersey” by following the instructions below. You will only need to successfully perform this procedure **once**. After you enter your Authorization Code, you will be able to access the CTM System.

At the [State of New Jersey](#) homepage—

- Click the **Login** button

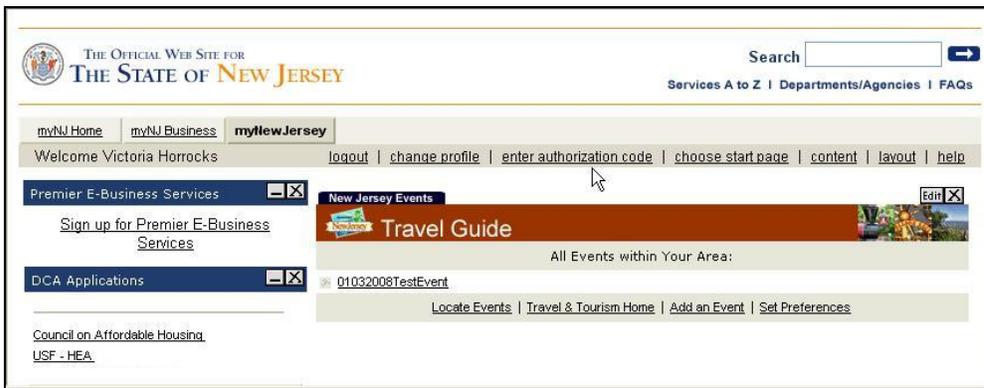


At the **Log On to My New Jersey** page—

- Enter your **Log On ID** and **Password** in the applicable fields
- Click the **Log On** button



- Click **enter authorization code**



- **Copy** your Authorization Code from the email you received, and **Paste** it into the field
- Click **Finished**



## Opening CTM

Any time you want to use the CTM system—

- At the [State of New Jersey](#) website, click the **Login** button

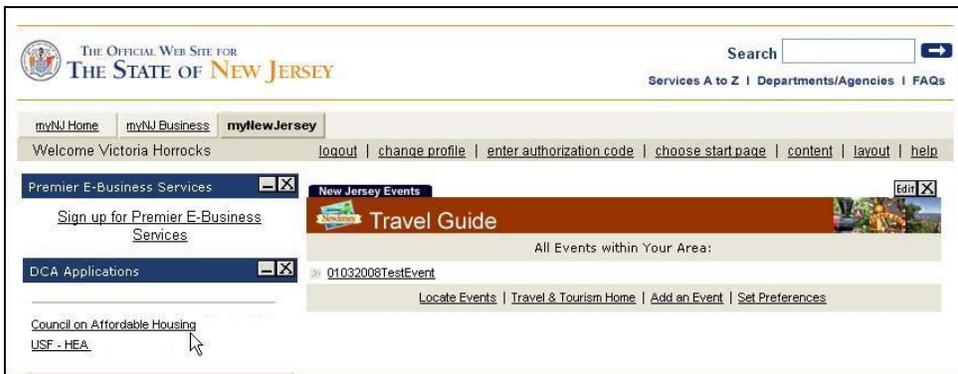
At the **Log On to My New Jersey** page—

- Enter your **Log On ID** and **Password** in the applicable fields
- Click the **Log On** button



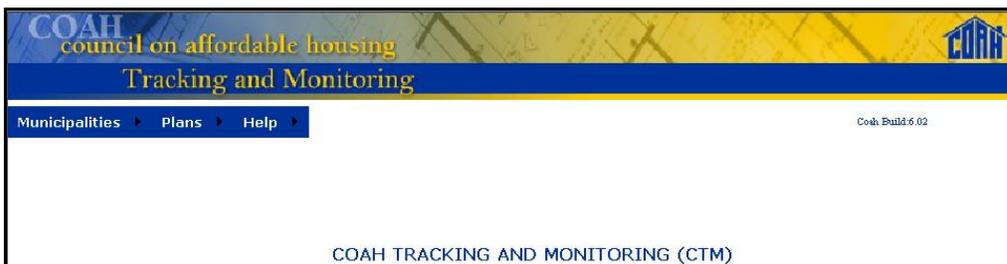
The screenshot shows a login form titled "Log On to My New Jersey". It features two input fields: "Log On ID:" and "Password:". Below the fields is a "Log On" button. The form is set against a light background with a red horizontal bar above the title.

- Click the **Council on Affordable Housing** hyperlink



The screenshot shows the State of New Jersey website. At the top, it says "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". There is a search bar and navigation links for "Services A to Z", "Departments/Agencies", and "FAQs". Below this, there are tabs for "myNJ Home", "myNJ Business", and "myNewJersey". A "Welcome Victoria Horrocks" message is visible. There are several service links, including "Premier E-Business Services" and "DCA Applications". A "New Jersey Events" section is also present, featuring a "Travel Guide" and a list of events, including "01032008TestEvent". At the bottom left, a link for "Council on Affordable Housing" is highlighted, with a mouse cursor pointing to it. The link text includes "USF - HEA".

You will be taken to the CTM Welcome page.



The screenshot shows the COAH Tracking and Monitoring (CTM) Welcome page. The header features the COAH logo and the text "council on affordable housing" and "Tracking and Monitoring". Below the header, there is a navigation menu with links for "Municipalities", "Plans", and "Help". The page number "Coah Build: 6.02" is visible in the top right corner. At the bottom of the page, the text "COAH TRACKING AND MONITORING (CTM)" is displayed.